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DEPARTMENT OF EDUCATION
STATE OF ALABAMA

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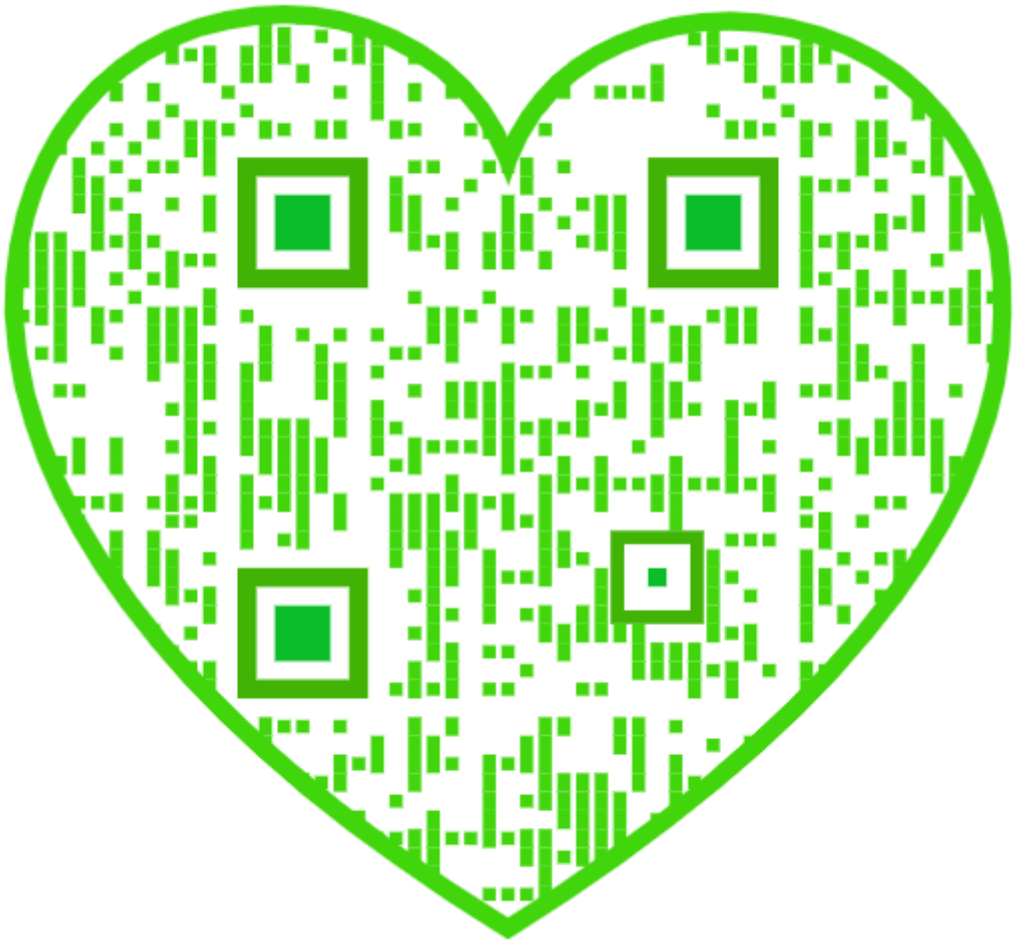
MANUAL OF HOME-MAKING EDUCATION

1922



Alabama.

DEPARTMENT OF EDUCATION

STATE OF ALABAMA

MANUAL OF HOME-MAKING EDUCATION

JOHN W. ABERCROMBIE

Superintendent of Education

1922

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FOREWORD

This bulletin entitled "Manual of Home-Making Education," should prove instructive to those interested in that subject. It should be of special value to those in search of information bearing on vocational home economics as taught under the Federal and State vocational education acts.

This bulletin is issued as a guide to teachers of home economics in the hope that it may prove useful to them in preparing those young ladies who come under their instruction to meet their immediate problems of life, to be useful members of their families, and to acquire knowledge and skill of value to them.

State Superintendent of Education.

GENERAL PLAN

THIS course of study is planned for teachers of Home-Making as a guide in planning their courses. It is intended to be suggestive and not exhaustive in the problems mentioned and in subject matter, demonstrations, illustrations and related material given.

The problems may be changed to suit community and class needs but should take about the same degree of skill and show the same progress over each succeeding problem.

Aims.

The aim of the work is to teach the girl to meet her immediate problems, to live as a useful member in her family, to acquire certain information and skill which will be useful to her as a home-maker in later life.

The daily aim is: "To do common things uncommonly well." Each problem should be the simplest of its kind—the simplest undergarments—the easiest dress—potatoes cooked in the commonest way—the plainest cake—but each done to perfection of its kind. Good standards must be created, for this work is the foundation of future school work and future home-making.

Content of Course.

Foods, Clothing, The House, Child Welfare, Management of the Home.

Units.

The work is planned to be offered in units. The following order is suggested:

First Year

Clothing	Foods	The House	Clothing	Foods
10 weeks	10 weeks	6 weeks	5 weeks	5 weeks

Second Year

Foods	Clothing	House	Clothing	Child Welfare	Management
12 weeks	6 weeks	6 weeks	6 weeks	3 weeks	3 weeks

The food lessons need not be given in the order suggested. However, it is recommended that the work begin with suppers

since the girl may go home and help with or prepare supper at once. This is the easiest meal with which a school girl can assist and it shows the parents that the school intends to help the home.

The candy and special holiday lessons may be given any time desired. Christmas problems are given in clothing work one year and in food work the other.

The meat curing lessons should consume a week at the meat killing season of the community.

The home practice work presents suggestive problems from which a girl may choose her home work. These should take the place, part of the time, of work on the class problem. The study and report problems are to be reported on in class. A topic may be given to one girl or a group of two or three to work out. The information gained may be presented orally or through charts, samples, posters, etc.

"The knowledge and skill which should be gained" is the yard stick by which the teacher measures the results of any given period of work. The year's work should result in self-improvement for every member of the class, definite help in meeting family problems and knowledge and skill which will be of value in later years.

The use of the word "project" has been purposely omitted as home work can not be adequately supervised at this time.

Related work.

The related work in the eighth grade will be general science; in the ninth grade health work for girls.

Credits.

For the home-making courses one and one-half credits will be given each year if the period is 120 minutes daily. For the related work one hour credit will be given each year.

CLOTHING

First Year—Fifteen Weeks

Aim.

Purchasing and care of clothing and personal belongings, and construction of simple garments. Developing judgment as to color and design. The relation of clothing to health should be given special attention.

Each problem should be carefully planned on paper before making. Give the girl a chance to do good work.

Any problem may be made of new or old material. Each girl should do some made over problems and some for other members of the family.

One problem only is to be selected by the girl from each list. The problem selected should always contain new learning difficulties for her or repeat those which she did not master in her previous problem.

Subject matter.

Necessary articles—box for work, box for tools, scissors, pins, needles, thimble, tape, thread. Points in selection. Suitable box. Marking articles.

Sewing outfit. (3 lessons.)

Illustrative material, demonstrations.

Complete sewing outfit properly marked.

Related material.

Good materials for scissors, needles, pins.

Subject matter.

Selection of materials. Size of articles. Use of scissors, thimble. Straightening, measuring, cutting materials, basting. Use of machine. Name and uses of parts of machine. Straight stitching, French seams, plain hem. No fancy stitches used.

Towel, Pillow Case, Sheets, Laundry Bag. (4 lessons.)

Illustrative material, demonstrations.

Samples of suitable materials with prices. Finished articles. Use of machine, scissors, thimble, needle. Basting. Steps in French seam.

Related material.

Test for linen, toweling. Time and cost record of every article made. Care of sewing machine.

Nightgown, Bungalow Apron, Tie Apron, Slip—two piece, plain at bottom, round neck. There is no problem in a straight top. (6 lessons.)

Subject matter.

Purpose of clothing. Selection of style. Selection of materials. Identification of muslin, percale. Testing, altering pattern. (Each girl make pattern for herself.) Planning, cutting. Finishes for neck. Cutting, joining, applying bias. Shaped hem.

Illustrative material, demonstrations.

Plain finished garments. Pictures. 4"-6" samples of materials, with price. Simple finishes. Show testing, altering and placing of pattern. Steps in making hem.

Related material.

Calculating amount, cost of materials. Buying by yard instead of fold. Materials torn if possible. Study of cotton-growth, preparation for manufacture, plain weave, bleaching, printing. Test for filling. Charts showing cotton products, by-products.

Combination Suit, Petticoat, Bungalow Apron, Corset Cover—Use tape instead of ribbon. Omit elaborate trimmings, either hand made or purchased. (6 lessons.)

Subject matter.

Styles. Materials—kind and amounts. Making corset cover pattern from combination, petticoat from slip. Every girl make pattern. Selection and buying of inexpensive laces. Putting in bands. Plackets. Buttons and buttonholes.

Illustrative material, demonstrations.

Finished garments. Pictures. Materials. Simple finishes. Steps in placket, making buttonholes, sewing on buttons.

Related material.

Neck lines. Relation of trimmings to garment. Simple design worked out. Hygienic properties of cotton.

Purchasing Underwear. Comparison of readymade and homemade

Subject matter.

Comparison of ready-made and home-made as to cost, style, fit, material, construction. Reasons for buying ready-made. Knit underwear, cost, fit, wearing qualities, advantages. Standard makes.

garments. Knit underwear. (1 lesson.)

Illustrative material, demonstrations.

Visit to store if possible. Borrow garments if a visit cannot be made. Mail order catalogs. Reports from girls of personal experiences.

Related material.

Ethics of buying. Textile legislation. Working conditions in mills and manufacturing establishments.

Care of Underwear. (3 lessons.)

Subject matter.

Mending bands, button holes, patching. Mending knit underwear. Laundering, washing, starching, ironing.

Illustrative material, demonstrations.

Mended garments. Garments properly laundered, folded.

Related material.

Hard and soft water. Softeners, soaps, soapmaking. Stain removal—grass, mildew, iron, blood. Making starch. Bleaching.

Purchasing and Care of Shoes and Hose. (2 lessons.)

Subject matter.

Styles of shoes for various occasions—walking, school, etc. Proper fitting. Water proofing shoes. Overshoes. Polishes. Hose—fitting, kinds, standard makes. Making hose last longer. Washing. Mending—runs, holes, tears.

Illustrative material, demonstrations.

Visit to store if they have a good selection and good fitter. Charts—pictures. Different kinds of hose—seamless, seamed, shaped. Mended hose.

Related material.

Care of feet; cause of corns, bunions. Fallen arches. Effect of polish on leather.

Clothing Budget. Personal accounts. (3 lessons.)

Subject matter.

Necessary clothes for school girl in this community. Cost of clothes. Inventory of clothes on hand. Value of keeping accounts. Method of keeping accounts.

Illustrative material, demonstrations.
Forms for keeping personal accounts. Work out wardrobe considering design, color.
Related material.
Designing and coloring of clothing according to art principles and costume design. Bank account. Certified check. Checks, drafts, endorsing check, money order. Receipts. Charge accounts.

Child's Drawers, Underwaist, Gertrude, Combination—Review and speed problems for those who have time. Make two garments alike. (5 lessons.)

Subject matter.
Styles and materials for children's garments. Finishes. Interpretation of commercial pattern.
Illustrative material, demonstrations.
Pictures. Finished garments. Samples of materials.

Garment with Sleeves, Boy's Waist, Child's Apron, Rompers, Night Gown. (5 lessons.)

Subject matter.
Styles and materials for children's play and school clothes. Shrinking, setting color. Setting in sleeves, yokes. Collars, cuffs, pockets. Finishes—binding, piping, stitching, folds, etc.
Illustrative material, demonstrations.
Pictures. Finished garments. Finishes—binding, piping, etc.; new operations.
Related material.
Mordants in dyeing.

Uniform Apron—Pictorial pattern No. 8976; Cap Holder, Towel —2 of each. (10 lessons.)

Subject matter.
Importance of apron. Materials. Fitting and altering pattern. (Each girl make pattern of her own.) Neck finish. Laying gathers. Joining waist and skirt. Marking garments—stitched or outlined at visible place.
Illustrative material, demonstrations.
Finished uniform.

Laundering Uniform. (2 lessons.)

Subject matter.
Washing—different method than before. Ironing.
Illustrative material, demonstrations.

Kinds of bluing, starches. Show different way of making.

Related material.

Kinds of starches. Way of making. Bluing. Laundry equipment—boards, tubs, wringers, benches, irons, clothes lines, racks.

Christmas Presents, Early in December—Girl should choose problem with new learning difficulties. (5 lessons.)

Subject matter.

List gifts suitable for various members of family and friends. Points to consider in selecting gift—cost, use, suitability, attractiveness. Wrapping.

Illustrative material, demonstrations.

Pictures. Finished articles. Demonstration of stitches.

Related material.

Color combinations. Suitability of design to space, size of stitches. Work out simple designs. Ornamental stitches. Initials, monograms.

Mending Outer Cotton Garments. (1 lesson.)

Subject matter.

Consider value of garment in relation to time required to mend. Patching—matched patch, hemmed, overhanded patch. Tears—three cornered, straight.

Illustrative material, demonstrations.

Mended garments.

Dry Cleaning, Washing Woolen Garments. (2 lessons.)

Subject matter.

Removal of stains, spots. Washing, drying, pressing wool.

Illustrative material, demonstrations.

Pieces of wool for experimentation. Dry clean and launder actual garments.

Related material.

Effect of hot water, rubbing, soaps on wool. Use of gasoline, benzine, etc. Tests for wool.

Storage—temporary, between seasons. Putting away woolen garments. (1 lesson.)

Subject matter.
Use of hangers, shoe trees, dress protectors. Protection from moths, dust.
Illustrative material, demonstrations.
Moth balls, cedar oil, etc. Newspapers. Demonstrate wrapping.

School Dress—gingham, percale, linen, cotton poplin. (7 lessons).

Subject matter.
Style. Materials. Trimmings. Shrinking, setting colors. Altering patterns. Matching plaids, figures, up and down. Joining waist and skirt, placket, collars, cuffs, belt. Fitting. Comparison of ready-made and home-made dresses.
Illustrative material, demonstrations.
Pictures of suitable dresses. Samples of materials. Ways of trimming. Demonstrate laying on pattern, fitting. Ready-made dresses from store.
Related material.
Spacing, lines in stripes, plaids, arrangement of buttons. Relation of style to figure, material to style, neck line, etc. Hat, shoes, hose suitable to wear with dress.

Making Over Dresses—For those who have time. (2 lessons.)

Subject matter.
New collars, cuffs. Lengthening skirts, combining old and new materials.
Illustrative material, demonstrations.
Pictures showing combinations of materials, fancy collars and cuffs.
Related material.
Suitable colors and materials to be combined. Costumes for various occasions. Clothing show in chapel.

Laundering Colored Clothes—Wash made over dress or new ones if soiled. (2 lessons.)

Subject matter.
Setting colors. Preventing fading during laundering. Starching, drying, ironing.
Illustrative material, demonstrations.
Pieces of materials for experimenting. Launder actual garments.
Related material.
Effect of soap, boiling and sun on color.

Freshening Hats. (5 lessons.)

Subject matter.

Dyeing straws and trimmings. Freshening ribbons. Bindings, facings, new linings.

Illustrative material, demonstrations.

Dyes. Materials to demonstrate points to be taught.

Related material.

Hats becoming to different faces.

Home Practice Work

Care of clothes
- Shoes
- Hose
- Mending underwear
- Mending buttonholes
- Sewing on buttons
- Family mending
- Family washing
- Caring for laundry

Making garments
- Making-over garments.
- Garments for another member of family.
- Extra undergarments.
- Freshening last year's clothes—hems, collars, cuffs, etc.

Soap making.

Study and Report Problems

Selection
- Styles, materials, trimmings for underwear.
- Gingham suitable for different individuals.
- Styles, materials suitable for school dress.
- Self trimmings for summer dresses.
- Hand made trimmings for summer dresses.
- Materials, styles for children's clothes.

Purchasing
- Making out a mail order.
- Needed clothes for any season.

Informational
- Manufacture of cotton, cotton products.
- Contrast home and ready-made garments.
- Launder materials to show shrinkage.

Cleaning home sewing machine.	Effect of soap, lye, sunshine, ironing on colored materials. Time element in cooking starch. Adding kerosene, lard, paraffin to starch.

Knowledge and Skill to be Gained

Selection:
- Suitable styles, materials and trimmings for simple undergarments and to purchase ready-made underwear.
- Good wearing, suitable shoes and how to care for them.
- Suitable materials and styles for school dress.
- Line and color suited to the individual.
- Tests for cotton, linen, wool.
- Identification with use, price, width—muslin, crepe, longcloth, cambric, nainsook, gingham, calico, percale, sateen, pique.

Needles, thimble, scissors:
- Use.

Patterns:
- Take measures, understand directions, alter, cut out, using simple dress pattern.

Machine:
- Thread, fill bobbin, regulate stitch, clean, oil, change needle, and do straight stitching.

Sewing processes—how and when to use:
- Seams, straight, French.
- Facing, cut, join, apply, true bias.
- Placket, hemmed, faced.
- Hem, straight, shaped.
- Sleeves, set in, put on cuffs.
- Collar, finish edge, put on with bias facing.
- Join waist and skirt.
- Fasteners—make buttonholes, sew on buttons, snaps, hooks, eyes.
- Fitting garment.

Daily care of clothes:
- Hangers, airing.

Mending:
- Darning hose.
- Plain patching.
- Mending button holes.

Laundering:
- White personal clothes, colored dresses.
- Shrinking, setting colors.
- Use of soaps.
- Softening water.
- Making starch.

Clothing budget:
- List of clothes needed by a school girl in that community.
- Cost and value of all garments made.

Personal accounts:
- Keep personal accounts at least three months.

FOODS

First Year—Fifteen Weeks

Aim.

Selection and care of food. Preparation and serving of simple balanced meals. Digestion of food. The relation of food to health should have special attention.

The girls should learn first to prepare well the foods eaten in that community. Small quantities may be prepared to teach manipulative processes such as pastry making, biscuit making, etc. The process should not be considered taught until a family sized recipe is cooked by the girl. The girls should always serve and eat properly any food cooked.

Materials should be brought from home and products taken home for a regular meal as much as possible. Dishes may be prepared for the neighbors or the teachers. Food may be sold at noon. There is an added incentive for good work when the food is used by people who need the food as part of a regular meal.

SUPPERS

First Week

Baked or Stewed Fruit. Care of laboratory.

Subject matter.

Need for food. Value and ways of using fruit in diet. Cooking fresh and dried fruit. Use of stove.

Illustrative material, demonstrations.

Lighting stove or building fire. Coring apple.

Related material.

Housekeeping duties. Care of laboratory. Dish washing, preparation, method, general instructions, care of towels.

Boiled potatoes—diced with butter, mashed browned in fat. Learn place for utensils.

Subject matter.

Starch cookery. Value of potatoes in diet. Ways of serving potatoes.

Illustrative material, demonstrations.

Pictures of starch grains. Peeling, dicing potatoes.

Related material.

Digestion of starch. Distinguish between boilnig and simmering. Test for starch with iodine. Change in starch when cooked.

Drop biscuits. Tea—hot or cold. Study oven.

Subject matter.

Leavening agents, flour mixtures. Manipulation. Use of oven. Value of tea. Making tea.

Illustrative material, demonstrations.

Action of soda, sour milk. Make biscuits.

Related material.

Use of soda. Composition baking powder. Oven temperature for baking biscuit. Stove: fire box, drafts, heating oven, etc.

Creamed eggs. Plan supper.

Subject matter.

Ways of cooking eggs. Effect of heat on protein. White sauce, ingredients, proportions, methods of combining, scalding milk. Planning meal. Food principles involved in balanced meal. Serving simple family meal.

Illustrative material, demonstrations.

White sauce. Plan meal. Assign all work. Plan order of procedure. Set table.

Related material.

Effect of heat on protein. Action of egg on silver. Cleaning silver.

Prepare and serve supper. Clean certain cooking utensils. Part cook meal, others clean.

Subject matter.

Serve same foods as prepared in previous lessons. Scour knives, forks. Clean oil stove.

Illustrative material, demonstrations.

Scouring knives.

Related material.

Scouring materials. Action in scouring.

Second Week

Gelatin dessert—plain, fruit added.

Subject matter.

Proportion of gelatin to liquid. Method of preparing. Nutritive value. Variations.

Illustrative material, demonstrations.

Adding of fruit when partially congealed.

Related material.

Source of gelatin. Effect of heat and acid on gelatin.

Fried corn and corn a la Southern.

Subject matter.
Selection of corn. Composition. Preparation. Value as food.
Illustrative material, demonstrations.
Chart showing composition of cereals.
Related material.
Cereals used as food. Cost. Experiments showing starch digestion.

Rolled biscuit (sour milk and soda). Clean aluminum.

Subject matter.
Doughs—proportion of liquid to flour. Handling of dough. Kneaded and unkneaded biscuit.
Illustrative material, demonstrations.
Manipulation.
Related material.
Proportion of soda to sour milk. Soda and molasses. Soda and chocolate. Action of foods on aluminum.

Macaroni and tomatoes. Macaroni and cheese. Fruit drink. Plan supper.

Subject matter.
Food principles and their use. Combining of foods. Cooking of macaroni. Value of tomatoes. Vitamines. Food value of cheese. Cooking of cheese. Use of fruit drinks. Danger in popular commercial soft drinks. Plan meal, using similar or same foods as those cooked this week.
Illustrative material, demonstrations.
Assign work. Plan order of procedure. Pictures of rats with and without vitamine diet.
Related material.
Buying foods. Charge accounts at store. Table of weights and measures.

Prepare and serve supper. Clean part of kitchen.

Subject matter.
Wash windows. Clean cupboards. Clean aluminum.

Third Week

Cornstarch pudding, plain, cocoanut, chocolate.

Subject matter.

Thickening agents. Ways of preventing lumping. Ingredients used. Proportions. Method of preparing.

Illustrative material, demonstrations.

Adding starch to prevent lumping.

Related material.

Source of cocoanut. Preparation for market. Protein digestion.

Rolls. Scalloped dish.

Subject matter.

Yeast and its action. Flours for bread. Handling of bread. Baking. Comparison of rolls. Qualities of good rolls. Preparing of scalloped dishes.

Illustrative material, demonstrations.

Kneading bread, shaping of rolls.

Related material.

Growth of yeast. Use in making bread. Effect of heat and cold on yeast. Addition of sugar.

Salads—potato, vegetable. Mayonnaise and oil dressing.

Subject matter.

Use of left overs. Value of salad. Ingredients used in dressing. Preparation. Preventing curdling. Emulsions. Garnishing. Amount of dressing on salad.

Illustrative material, demonstrations.

Make salad dressing. Combinations of vegetables and garnishings.

Related material.

Care of food in home. Care of cupboard, refrigerator.

Rolls—parker-house clover leaf, finger. Hot chocolate. Plan supper.

Subject matter.

Ingredients in rolls. Preparation. Variations. Value of chocolate. Ingredients. Preparation. Adding salt, vanilla. Avoiding sediment, scum, in making. Milk in diet.

Illustrative material, demonstrations.

Shaping rolls. Chocolate and cocoa exhibits.

Assign work for supper.

Related material.

Source of chocolate. Experiments showing digestion of protein.

Subject matter.

Prepare and serve supper.

Four prepare meal.—Half of class prepare food previously cooked to take home or for neighbors. Individual work. Bring materials from home. Remainder clean kitchen. Consider saving steps, time, use of unnecessary dishes, getting meal done on time.

Related material.

Cost of meal. Arrangement of tools to save work.

SCHOOL LUNCHES

Fourth Week

Subject matter.

Drop cookies.

Ingredients in cakes and cookies. Methods of combining. Oven tests. Necessity for sweets.

Illustrative material, demonstrations.

Mixing and dropping.

Related material.

Study stove and oven, fuels.

Subject matter.

Cottage cheese and its combinations.

Care of milk in the home. Value of milk and cheese in diet. Effect of heat on milk. Method of making. Combinations in serving.

Illustrative material, demonstrations.

Making cottage cheese.

Related material.

Making commercial cheese.

Subject matter.

Loaf bread. Stuffed eggs.

Difference in making rolls and bread. Hard cooked eggs. Seasonings.

Illustrative material, demonstrations.

Stuffing eggs.

Related material.
Wheat—preparation of flour. Kinds. Gluten in flour. Whole wheat in diet. Causes of constipation. Laxative foods.

Subject matter.
Sandwiches—bread, biscuit. Preparation of mayonnaise.
Kinds of bread. Cutting bread. Fillings, dressings. Ingredients. Method of combining. Place in meal. Value in diet.
Illustrative material, demonstrations.
Cutting. Spreading.
Related material.
Emulsions of fats. Fat digestion.

Subject matter.
Plan, prepare and pack lunches to be eaten at noon.
Boxes for lunches. Packing.
Illustrative material, demonstrations.
Wrapping.

Fifth Week

Subject matter.
Baked custard.
Milk needed for children. Value of milk for sick and well. Ingredients. Food value of eggs. Eggs, flour, cornstarch used as thickening. Baking—temperature. Cooling oven.
Illustrative material, demonstrations.
Baking.
Related material.
Source. Preparation of starches.

Subject matter.
Nut bread. Plain loaf. Making yeast cakes.
Principles involved in making. Use of bread. Nuts, raisins as food. Nutritive value. Making dry yeast for home use. Score card for bread.
Illustrative material, demonstrations.
Score cards.
Related material.
Indigestion. Causes, results.

Subject matter.
Sandwiches.
Sandwich fillings—meats, combinations.
Related material.

Overcoming indigestion. Laxative foods, eating slowly, etc. Plan diet for person troubled with constipation.

Plain cake. Vanilla wafers. Plan lunches for two weeks.

Subject matter.
Ingredients. Mixing. Bake in small cakes. Baking—oven tests. Variations.
Illustrative material, demonstrations.
Beating cake. Making wafers.
Related material.
Diseases due to indigestion.

Fancy rolls for lunches. Prepare and pack lunches to be eaten at noon.

Subject matter.
Variations of plain rolls for lunches.
Illustrative material, demonstrations.
Posters. Pictures fancy rolls.
Related material.
Intestinal disorders.

BREAKFASTS

Sixth Week

Toast. Coffee.

Subject matter.
Value of toast in diet. Characteristics of good toast. Variations—buttered, milk, cream, cinnamon, French. Effect of coffee on body. Characteristics of good coffee—boiled, drip, percolated.
Illustrative material, demonstrations.
Cutting bread for toast. Testing coffee for adulteration.
Related material.
Dextrinization. Coffee—Source, preparation.

Oatmeal varied with fruit. Prepared cereals.

Subject matter.
Food value of cereals. Use in diet. Comparison of cost with other foods. Cooking cereals. Variations. Prepared cereals.
Illustrative material, demonstrations.
Samples prepared cereals.

Related material.

Prepared cereals—preparation. Compare cost with uncooked cereal.

Griddle cakes. Plan breakfasts for week.

Subject matter.

Flour mixtures. Making griddle cakes. Variations of recipe. Types of griddles. Frying cakes. Breakfast table service.

Illustrative material, demonstrations.

Frying cakes.

Related material.

Organizing work for a meal. Cost of food for a week for an average family. Reports from home.

Poached eggs. Omelets. Plan breakfast.

Subject matter.

Temperature of water. Use of vinegar. Effect of heat on eggs. Food value of eggs. Various methods of preparing eggs for breakfast. Poaching eggs. Plain omelet.

Illustrative material, demonstrations.

Effect of different temperatures on egg whites. Poach egg. Plain omelet.

Related material.

Income of average family. Amount spent for food.

Prepare and serve breakfast.

Subject matter.

Four prepare breakfast. Part of class cook foods to carry home or for neighbors. Others clean kitchen.

Seventh Week

Bacon, grits.

Subject matter.

Food value of meats. Cooking bacon. Cooking grits. Uses of bacon fat.

Related material.

Types of foods purchased. Ways of saving money in feeding a family without lowering the food value received.

Creamed fish on toast.

Subject matter.
Value of fish. Fish available in this section. Seasons for fish. Selection. Cost.

Muffins (Sweet and sour milk). Waffles.

Subject matter.
Leavening agents. The purpose of folding in whites.
Illustrative material, demonstrations.
Various baking powders. Folding in egg whites. Frying waffles.
Related material.
Food needed by school girl (weight, height).

Corn meal mush. Fruit—stewed.

Subject matter.
Inexpensive, nutritious breakfast foods. Frying corn meal mush. Using left over cereals. Dried fruits. Economy of dried fruits. Storage of dried fruits.
Illustrative material, demonstrations.
Empty baking powder cans for left over cereals.
Related material.
Action of acids on metals (cooking utensils).

Prepare and serve breakfast.

Subject matter.
Use of left-over cereal. Part cook meal, part clean kitchen. Others cook food to be sold or taken home.

DINNERS

Eighth Week

Sweet potatoes—baking, candied. Light bread.

Subject matter.
Composition. Cooking sweet potatoes. Bread —over night process.
Related material.
Causes of underweight.

Finish bread. Salmon scrapple.

Subject matter.
Use of canned fish. Combinations of fish and other foods. Making scrapple.

Saute scrapple. Make pastry.

Subject matter.
Ingredients for pastry. Proportions. Character of good pastry. Combining ingredients. Baking pastry. Score card for pastry. Place of pastry in diet.
Illustrative material, demonstrations.
Cutting in fat. Handling pastry. Baking pastry.
Related material.
Carriers of disease—food, air, animals, people, clothing.

Make pies —cream, cocoanut, chocolate, lemon. Plan dinner menu.

Subject matter.
Review white sauce. Proportions. Flour and starch as thickening. Making meringue. Balanced meals. Consideration of day's diet instead of meal. Organization of work. Table service.
Illustrative material, demonstrations.
Beating whites. Lay table for dinner.
Related material.
Deficiency diseases. Cause, treatment, diet.

Prepare and serve dinner.

Subject matter.
Setting of table for dinner. Arrangement of flowers. Home table service for dinner. Four prepare dinner. Others do work for needed practice.

Ninth Week

Cabbage— boiled, creamed, escalloped.

Subject matter.
Succulent vegetables. Classification. Composition. Value of vitamines, minerals, cellulose. Cooking strong flavored vegetables. Method of cooking cabbage. Preventing odors of food in house.

Roast pork.

Subject matter.
Place of meat in the diet. Pork as food. Use of various cuts of pork. Ways of cooking. sauces and gravies used with pork. Uses of cold roast meat.

Illustrative material, demonstrations.
Cuts of pork. Picture of crown roast.
Related material.
Diseases caused by eating pork. Digestibility of pork.

Cranberry jelly.

Subject matter.
Foods combined according to taste. Pork, cranberries or apple sauce; pie, cheese; cottage cheese, strawberry jam. Making jelly, jam, marmalade of cranberries. Preparation of fruit, cooking, amount of sugar.
Illustrative material, demonstrations.
Glass of cranberry jelly.

Apple pie.

Subject matter.
Making pastry. Preparing for several days—adding liquid later. Variations in amount, kind of fat. Pie with uncooked filling, two crust. Kinds of apples for pie. Seasonings.
Illustrative material.
Top crust—air holes, moistening edge, pressing together. Slicing apples for pie.

Tenth Week

Stuffed and scalloped potatoes. Plan dinners for two weeks for home.

Subject matter.
Baking potatoes. Seasonings. Time saving in meal preparation. Foods prepared in morning for dinner.
Illustrative material, demonstrations.
Removing potato from jacket.

Make bread. Boil rice.

Subject matter.
Review of bread making. Study of vitamines. Polished, unpolished rice.
Illustrative material, demonstrations.
Charts showing relative vitamine content of foods.
Related material.
Deficiency diseases.

Rice, tapioca and potato pudding.

Subject matter.
Use of left overs. Inexpensive foods.
Illustrative material, demonstrations.
Grating potato.
Related material.
Deficiency diseases.

Dress chicken (Use in dinner the next day).

Subject matter.
Selection of chicken. Picking, cleaning, drawing, cutting. Ways of preparing.
Illustrative material, demonstrations.
Dress chicken.
Related material.
Consider foods as to relative value in furnishing energy, tissue building, minerals, water, vitamines.

Prepare and serve dinner.

Subject matter.
Plates served at table by host. Four prepare dinner. Others clean kitchen, silver, etc., doing work not done before.

Eleventh Week

Steak, broiled, Swiss.

Subject matter.
Food value of meats. Cuts of beef for steak. Effect of heat on connective tissue. Cooking of tough meat as Swiss steak.
Illustrative material, demonstrations.
Beef chart.
Related material.
Garbage disposal.

Greens—turnips, collards. Corn bread.

Subject matter.
Cooking green vegetables. Value in diet. Making corn bread. Food value.
Illustrative material, demonstrations.
Charts showing mineral content of foods.
Related material.
Minerals in diet, sources, kinds in food, value. Absorption of food into blood.

Plain cake with fat. Plan meals for two weeks at home.

Subject matter.
Combining materials for cake. Variations. Baking—oven tests. Foods prepared at one meal to be used at another.
Illustrative material, demonstrations.
Type menus.

Sponge cake. Icing for plain cake.

Subject matter.
Difference between sponge and butter cake. Eggs used as leavening. Combining materials. Baking—oven tests, time. Cooked and uncooked icings. Tests for cooked.
Illustrative material, demonstrations.
Making sponge cake.
Related material.
Elimination of waste in body. Review entire process of digestion.

Prepare and serve dinner.

Subject matter.
Four prepare meal. Rest of class make cake and cookies to carry home or sell.

The following four weeks to be given whenever advisable:

Twelfth Week

Caring for pork in the home. (Part to be done by first year class and part by second year.)

Subject matter.
Cutting. Use of different parts. Methods of preserving. Salting. Smoking meat. Pressed meat of head, liver, heart. Pickling feet, tongue. Rendering lard. Making sausage, mincemeat. Seasoning.
Illustrative material, demonstrations.
Take to a home to see cutting up of pork. Secure the privilege of preparing the various things for some one who has butchered.
Related material.
Diseases from eating pork.

DESSERTS TO CARRY HOME OR SELL

Thirteenth Week

Pies—one, two crust. Vary amount and kinds of shortening. Use of left-over pastry.

Subject matter.

Proportions of shortenings. Effect of varying this amount. Kinds of fat which may be used in pastry. Tarts, patty cases. Cheese straws.

Illustrative material, demonstrations.

Tarts, patty cases. Kinds of shortening.

Frozen desserts.

Subject matter.

Ices, ice cream mixtures. Freezing—proportion of salt, ice. Packing. Ripening.

Related material.

Principles of freezing foods. Temperature of salt water.

Cakes. Variations of plain cake.

Subject matter.

Ingredients necessary. Variations. Principles governing variations in fat, liquid, sugar.

Illustrative material, demonstrations.

Baking powder.

Related material.

Kinds of baking powder. Advantages and disadvantages of different types—gas production, cost, flavor, keeping quality. Effect of changing amount of fat, eggs, sugar, liquid.

Puddings—steamed, baked.

Subject matter.

Icings for cakes made yesterday. Principles of making. Syrup tests. Cottage pudding. Indian meal—suet pudding. Method of making, food value. Sauces.

Related material.

Steam in cooking.

Gelatin desserts—snow pudding, fruit sponge. Boiled custard.

Subject matter.

Source of gelatin in relation to meat. Various forms and kinds. Compare cost, time in preparation.

Illustrative material, demonstrations.

Various kinds.

Related material.
Commercial preparation of gelatin.

PRESERVATION OF FRUIT AND VEGETABLES

Fourteenth and Fifteenth Weeks

Prepare fruit for jelly—strawberry, dried apple.

Subject matter.
Reasons for preserving food. Ways of preserving fruit, vegetables. Agents used in preservation. Steps necessary in preserving. Selection of fruit to be preserved. Complete sterilization. Jelly making—selection of fruit, extraction of juice. Bottling of juice for future.
Illustrative material, demonstrations.
Pictures. Canned products. Jar of perfect jelly. Jelly bag.
Related material.
Spoiling of food. Fermentation, causes, prevention.

Finish jelly.

Subject matter.
Steps in jelly making. Pectin study—solution in hot water, precipitation with alcohol. Hydrolysis on boiling with acid, occurrence. Proportions of sugar. Heating sugar. Cooking juice, straining. Canning. Sealing, sorting. Score card for jelly.
Illustrative material, demonstrations.
Commercial pectin. Score cards.
Related material.
Pectin from other sources. Making pectin.

Jam or marmalade—canned fruit, strawberry, orange.

Subject matter.
Preserving with sugar. Method—open kettle, open kettle and water bath. Marking canned goods. Score card for marmalade.
Illustrative material, demonstrations.
Jars of preserves, labels, score cards.
Related material.
Sugar—source, preparation.

Can peas, corn or beans.

Subject matter.
Difficulty in preserving some vegetables. Intermittent process. Selection, preparation of vegetables. Blanching, long time cookery.
Illustrative material, demonstrations.
Canned products. Jars.
Related material.
Spores. Commercial preservatives.

Can tomatoes.

Subject matter.
Opening kettle canning of vegetables. Selection, preparation. Fancy pack. Plain pack. Tomatoes for soup.
Illustrative material, demonstrations.
Packing.

Pickles, beet or pear.

Subject matter.
Preserving by pickling. Vinegar, salt, spices. Methods. Foods pickled.
Related material.
Acid as preservative.

Can fruit—pears, strawberries.

Subject matter.
Open kettle canning of fruit. Syrups.

Home Practice Work

Cook all dishes prepared at school.
Plan, prepare and serve simple family suppers, breakfasts, or dinners.
Pack lunches for father or to bring to school.
Canning fruits or vegetables.
Make jellies, pickle.
Make lard, sausage or pressed meat.
Bake bread, cake, pies, cookies.
Care of silver, glassware, china, kitchen utensils, stove.
Eradicate flies or other household pests.

Study and Report Problems

Type of stove used at home—drafts, oven, fuel, etc.
Foods purchased for home use—preparation, transportation, use, as spices, sugar, etc.
Local food supply.
Cost of food at home for a week.
Time study in meal preparation.
Variations in pattern recipes.
Chart showing prices throughout year, eggs, butter, milk, etc.
Study of rice.
Curing pork in the home.
Keeping sweet potatoes.

Knowledge and Skill to be Gained

Food principles.
Effect of cooking and various temperatures upon protein, starch, fat, minerals, water, vitamines.
Plan balanced meals of food used in the community.
Serve simple family meals.
Prepare common dishes in family quantity.
Identify cuts of pork.
Make lard, sausage.
Make jelly.

THE HOUSE

First Year—Six Weeks

Aim.

Interesting a girl in making her room more attractive, making the best use of whatever is in the home and caring for it easily and well.

THE GIRLS' ROOM

Furniture. Refinishing furniture. Box furniture. (5 lessons.)

Subject matter.

Simple types of furniture for girl's room. Amount needed. Possibilities of re-finishing. Paints, varnishes. Removing varnish or paint. Mixing paints. Applying first coat. Making designs. Finishing furniture. Window seats, boxes. Use of cretonne.

Illustrative material, demonstrations.

Get material from advertisements in woman's magazines. Furniture catalogs. Simple furniture which can be refinished. Woods stained and varnished. Illustrations from magazines.

Related material.

Composition of paint, varnish, stains. Its effect upon wood. Good lines in furniture.

Floors, floor covering. (1 lesson).

Subject matter.

Woods. Finishes for floors. Carpets. Rugs. Rugs from old rags. Dyeing old clothes for rugs. Braid or crochet rugs. Button hook to crochet rugs.

Illustrative material, demonstrations.

Woods stained with floor finishes. Rag rugs. Rug catalogs.

Related material.

Effect of dye on cloth.

Wall, pictures. Frame pictures. (1 lesson.)

Subject matter.

Wall finishes. Suitable pictures. Mounting. Framing with passe-partout. Hanging pictures. Useless bric a brac. Calendars.

Illustrative material, demonstrations.

Wall finishes. Wall papers.

Related material.
Color schemes for rooms. Kalsomine, alabastine, cutting glass. Spacing in framing and hanging pictures.

Shades, curtains, draperies, pillows, scarfs, sheets, pillow cases. (3 lessons.)

Subject matter.
Use, kind. Linens suitable for bedding, scarfs, etc. Sizes, designs. Each girl make one. (May be laboratory work on later days.)
Illustrative material, demonstrations.
Sample of suitable material. Finished articles.
Related material.
Suitability of design to material. Arrangement, size, spacing of design. Suiting colors to walls and other finishings.

Care of room. Daily care. (1 lesson.)

Subject matter.
Arrangement of furniture. Making bed, airing, turning mattress. Care of clothes. Dusting.
Illustrative material, demonstrations.
Take to a room and do the work.
Related material.
Relation of dust and dirt to disease.

Weekly care. (1 lesson.)

Subject matter.
General order of cleaning. Care of toilet articles. Sweeping room, cleaning windows, woodwork, floors, mirrors.
Illustrative material, demonstrations.
Take to a room and do the work. Dusters, mops, brooms, and other cleaning supplies needed.
Related material.
Effect of cleaning agents on wood, glass, ivory, etc.

Launder sheets, pillow cases. (1 lesson.)

Subject matter.
Mending bed linens. Stain removal. Launder sheets, pillow cases.
Illustrative material, demonstrations.
Mended bed linens.
Related material.
Chemistry of removing stains.

Launder blankets, quilts. (2 lessons.)

Subject matter.

Launder woolen blanket. Use of soap and borax. Temperature of water, handling, wringing out, drying. Muslin facing to protect quilts. Storing blankets and quilts during summer.

Illustrative material, demonstrations.

Facing for quilt. Moth balls, cedar oil, etc.

Related material.

Action of soaps, washing powder, hot water, and wringing on wool. Protection of wool against moths.

Launder curtains. (2 lessons.)

Subject matter.

Shaking curtains. Mending. Laundering. Drying.

Illustrative material, demonstrations.

Mended curtains.

Related material.

Length of curtains. Designs. Draperies and curtains.

GENERAL IMPROVEMENTS IN THE HOME

The yard. House flowers. (1 lesson.)

Subject matter.

Lawn, shrubs, outdoor shrubs, pruning. Outdoor flowers: repotting, separating, preparing beds, soil, planting, keeping flowers through winter. Flowers for winter blooming: boxes, baskets, choosing soil, care in house. Arranging flowers in vases.

Illustrative material, demonstrations.

Pictures of yards. Seed catalogs. Pots, baskets, boxes, painted cans, gourds. Soil samples. Knives for pruning. Vases. Flowers to be arranged.

Related material.

Soil needed for plants. Fertilizers.

Table linen. Luncheon sets. (2 lessons.)

Subject matter.

Selection of table linens. Muslin, oil cloth, etc., for luncheon sets. Making luncheon set or lunch cloth. (May be laboratory work on later days.)

Illustrative material, demonstrations.
Pictures. Sample materials. Finished articles.
Related material.
Artistic setting of table.

Care of table linen. (2 lessons.)

Subject matter.
Mending table linen. Stain removals. Laundering linens.
Illustrative material, demonstrations.
Mended linens.
Related material.
Chemistry of stain removal.

A convenient kitchen. Rearrangement. Labor saving devices. (2 lessons.)

Subject matter.
Arrangement of furniture to save steps. Motion studies. Time studies. Value of schedule. Work table on castors. Stool. Iceless refrigerator. Fireless cooker.
Illustrative material, demonstrations.
Drawings of kitchens showing arrangement of furniture.
Related material.
Principle of fireless cooker. Iceless refrigerator. Cleaning agents.

SANITATION IN THE HOME

Yard, out houses. Clean-up day at school. (2 lessons.)

Subject matter.
Drainage of yard. Water holes—cause of mosquitoes. Tin cans, rubbish, care of toilets. Lime, ashes, other disinfectants. Deodorants.
Illustrative material, demonstrations.
Posters. Pictures. Score card for yard.
Related material.
Relation of filth to disease.

Cleanliness in house. (1 lesson.)

Subject matter.
Kinds of sinks, bathroom, refrigerator. Advantages, disadvantages, care. Garbage disposal. Kinds and care of garbage cans. Feeding hogs and chickens.

Illustrative material, demonstrations.
Cleaning agents. Types of garbage cans. Score card for home.
Related material.
Relation of cleanliness to spoiling of food, disease. Cost of unsanitary conditions in the home.

Household pests. (1 lesson.)

Subject matter.
Flies, mice, roaches, moths, ants, bedbugs. Habits. Breeding places. Method of destroying. Preventative measures.
Illustrative material.
Insecticides, fly, mouse, rat traps.
Related material.
Poisons. Antidotes for poisons.

Milk supply. Water supply. (1 lesson.)

Subject matter.
Health of cows, men handling cows or milk. Sanitation in barns. Care of milk in dairy. Delivery of milk. Care of milk in home. Water —uses, sources, character of wells, cisterns. Location of wells. Sources and danger of contamination.
Illustrative material, demonstrations.
Milk bottles, pictures, etc. Drawings showing seepage into wells.
Related material.
Relation of milk and water supply to health. Typhoid fever, tuberculosis. State laws governing health. Work of State Board of Health.

Groceries, meat markets. (1 lesson.)

Subject matter.
Protection of food in stores. Boxes, glass cases. Handling. Flies, bugs, dust.
Illustrative material, demonstrations.
Score cards for judging stores supplying food.
Related material.
Disease carriers. Preservatives used in foods.

Home Practice Work

Window box.
Flower centerpiece on dining table or in living room for two weeks.
Plant some spring yard flowers.
Pot flowers for house.
Care for yard for two weeks.
Refinish a piece of furniture.
Frame picture.
Make window seat.
Make some kitchen labor saving devices.
Fix curtains for a room.
Help launder quilts, comforts or blanket.
Launder table linen, removing stains.
Care of stove for two weeks.
Wash windows of room.

Study and Report Problems

Choose furniture suitable for bedroom.
Find out cost of various furnishings.
Varnish, paints, etc., cost, care, combinations.
Floor coverings, kinds, cost, wearing qualities.
Comparative merits of cleaning agents.
Study of home stove, drafts, oven, flues.

Knowledge and Skill to be Gained

Select suitable furniture for girls' room.
Appreciate good pictures.
Arrange flowers attractively.
Launder table and bed linens.
Care for bed and bedding.
Care for kitchen, stove, cooking utensils, pantry and refrigerator.
Arrange kitchen furniture and equipment to save steps.

CLOTHING

Second Year—Twelve Weeks

Aim.

Purchasing and care of clothing and personal belongings and construction of clothing. Handling woolen and thin cotton materials. This course is based on the knowledge and skill gained in the first year.

Undergarment for review. Clothing budget. (5 lessons.)

Subject matter.

Fancy stitches. Rolling and whipping. Use of attachments—tucks, hemmer, etc. Laces, embroideries for underwear. Fancy stitches. Make clothing inventory. Revise budget.

Illustrative material, demonstrations.

Pictures of finished undergarments. Finished garments. Ornamental stitches. Other finishes. Fine material for underwear.

Related material.

Care of sewing machine. Work out simple, decorative stitches. Spacing for tucks. Width of ruffles, hems.

Pajamas, night shirt, middy. (8 lessons.)

Subject matter.

Selection of materials. Put in yokes. Middy collar. Bound pocket. Emblems.

Illustrative material, demonstrations.

Sample of materials. Finished garment. Steps in bound pocket. Applied yoke.

Related material.

Cotton tests. Sizing.

Made over woolen garment—middy skirt, middy, simple dress or child's garment. (10 lessons.)

Subject matter.

Planning garment. Ripping, mending, washing, pressing woolen materials. Cutting garment. Finishing woolen seams. Placket. Pressing. Hemming by hand. Finishes: bound button holes, arrow points, braiding, piping, binding, embroidering.

Illustrative material, demonstrations.

Pictures. Wash, dry, press, pieces of woolen materials. Textile tests. Steps in finishes.

Related material.
Value of wool for garments. Woolen tests. Effect of chemicals on wool. Removing spots. Woolen industry. Adulterations. Dyeing wool.

Buying readymade clothes for winter. Wool and silk garments, hats, gloves, hose, shoes. (2 lessons.)

Subject matter.
Points to consider in any garment—cost, use, other clothing, durability. Hats—shape of face, coloring. Care of clothes. Importance of overshoes.
Illustrative material, demonstrations.
Visit to store. Borrow garments from store.
Related material.
Tests for silk.

Renovating hats. (1 lesson.)

Subject matter.
Cleaning ribbons. Steaming velvets. Dyeing —rit. Cutting brims. New facings, linings. Care of hats.
Illustrative material, demonstrations.
Last year's hats. Applying new facings, linings. Making bows.
Related material.
Color and material combinations.

Dry cleaning. (2 lessons.)

Subject matter.
Home dry cleaning. Removing stains. Use of gasoline, benzine, chloroform, ether, etc. Pressing.
Illustrative material, demonstrations.
Cleaning agents.
Related material.
Action of cleaning agents.

Family laundry. (3 lessons.)

Subject matter.
Preparation for washing—water, soaps, blues, starches, mending, stain removal. Sorting clothes. Order and method of work. Washing, rinsing, starching, drying, ironing. Putting away clothes.

Related material.
Effects of different soaps on various textiles. Removing bluing. Laundry equipment—machines.

Tailored cotton or linen dress. (8 lessons.)

Subject matter.
Selection style, material. Seams, flat fell, pressing. Finishes, braids, bindings, buttons, bound button holes.
Illustrative material, demonstrations.
Pictures, patterns. Materials. Finishes. Buttons. Steps in bound button holes, other finishes.
Related material.
Tests for linen. Harmony in line style and color to different figures.

Made over spring dress. (3 lessons.)

Subject matter.
Possibilities in freshening old garments. Combining materials. Any individual problems.
Illustrative material, demonstrations.
Dresses of two materials.

Satin petticoat or slip. (Speed problem for more rapid workers.)

Subject matter.
Review operations. Scallop at bottom.
Related material.
Mercerizing cotton. Vegetable silk.

Thin summer dress. (Voile, organdie, lawn, tissue gingham). (9 lessons.)

Subject matter.
Selection—style, material. Permanent organdie. Working on sheer material. Organdie flowers, other self trimmings.
Illustrative material, demonstrations.
Catalogs. Visit to store. Samples. Self trimmings.
Related material.
Color tests.

Hats of washable material. (10 lessons.)

Subject matter.
Suitability of shape, material. Selection of shape, material. Cutting. Making and applying parts of hat, finishes, lining.
Illustrative material, demonstrations.
Visit to store to select shape.

Home Practice Work

Use of attachments on home machine.
Make undergarments for other members of family.
Make middy, dress for another member of family.
Make over dress.
Assist with family mending.
Care for shoes.

Study and Report Problems

New ornamental stitches.
Garments using tailored finishes.
Test wool, linen, silk, cotton materials for color, durability, adulterations.
Standard brands hose.
Structure of foot, proper shoes.
Materials for winter coats.
Plan spring clothes.

Knowledge and Skill to be Gained

Selection:
Choose suitable clothing for all occasions.
Get value for money spent.
Tests for silk.
Identification with use, price and width of serge, broadcloth, damask linen, linen, crepe de chine, pongee, taffeta.

Machine:
Use attachments.

Construction:
Make middy, tailored cotton dress.
Handle wool, sheer cotton materials.
Mending wool.

Laundering:
Do family washing.

FOODS

Second Year—Twelve Weeks

Aim.

Selection and care of food. Preparation and serving of simple balanced meals, diet for various members of family. This course is based on knowledge and skill gained in the first year.

First and Second Weeks

Subject matter.

Selection, preparation, packing, processing. Sterilization of jars for open kettle process. Canning fruit.

Canning beans, pimentoes, pears.

Illustrative material, demonstrations.

Pictures of canned vegetables. Canned fruits, jellies, etc. Score cards. Bottles, jars, sealing materials.

Related material.

Bacteria, spores. Molds. Fermentation.

Subject matter.

Study pectin—extraction of juice, use of jelly bag, paraffin. Test for good jelly. Preparation of sugar.

Preserves—pear, apple. Jelly—apple.

Subject matter.

Preparation, canning, sealing.

Catsup.

Subject matter.

Preservation by pickling. Preserving agents. Selection fruit, vegetables. Preparation of vinegar, spices. Overnight process.

Pickles. Pepper relish. Pear pickle. Chow-chow.

Related material.

Food adulterations. Commercial preservatives.

SUPPERS

Third Week

Subject matter.

Classification of vegetables. Methods of cooking. Composition, importance of vegetables in diet.

Green vegetables, string beans.

Illustrative material, demonstrations.
Charts showing composition of vegetables.
Related material.
Use of minerals in body.

Subject matter.
Fresh fish. Salmon loaf. Fish—fresh, canned. Value of fish. Meat substitutes. Composition. Price. Use of left overs. Sauces.
Related material.
Review digestion.

Subject matter.
Bread sticks. Composition of corn meal. Food value. Variations in muffins. Recipes. Baking. Plan supper. Review table service.
Related material.
Review assimilation of food. Elimination of waste.

Subject matter.
Gelatin—fancy. Source, forms, brands. Protein sparers. Various combinations. Types of desserts—Spanish cream, Bavarian cream.
Illustrative material, demonstrations.
Fancy molds. Booklets, pictures.
Related material.
Gelatin in meats.

Subject matter.
Prepare and serve supper. Four prepare meal. Use no waitress. Some prepare dessert to use at home or sell, others do cleaning not done before.

Fourth Week

Subject matter.
Stuffed potatoes. Methods of cooking. Ways of serving. Seasonings. Food combinations. Plan suppers for two weeks.
Illustrative material, demonstrations.
Charts showing composition of starch. Starch grains, raw, cooked.

Meat croquettes. Creamed meats.

Subject matter.
Using left over meats. Seasoning. Creamed dried beef, meat croquettes. Fats used in deep fat frying. Preventing soaking of fat. Temperature of fat. Frying.
Related material.
Effect of heat on fat.

Rolls. Doughnuts, fried cakes.

Subject matter.
Making rolls. Variations for doughnuts. Fried cakes. Difference between doughnuts, fried cakes.
Illustrative material, demonstrations.
Handling, frying, draining fat, storing cakes.
Related material.
Causes of rancidity in fat.

Fruit salad.

Subject matter.
Cooked and mayonnaise dressing. Use of flour in place of part of eggs. Using whole egg in salad dressings. Combinations of fruits for salads.

Prepare and serve supper.

Subject matter.
Setting table. Home table service. Preparation of foods in the morning for the night meal.

DINNERS

Fifth Week

Beef roast.

Subject matter.
Cuts of beef. Method of cooking different cuts. Roasting meat. Food needed for different occupations. Use of left over meats. Care of meat in home.
Illustrative material, demonstrations.
Cuts of beef. Visit to market.

Soups without stock. Croutons.

Subject matter.
Cream of tomato soup. Combining milk, tomatoes, vegetable soup with water. Vitamines in milk, tomatoes. Value of vitamines. Effect of

heat on vitamines. Physical condition determining diet. Making croutons.

Illustrative material.

Pictures of rats fed on different diets.

Related material.

Buying canned soups.

Dried beans, peas.

Subject matter.

Food value of dried vegetables. Method of cooking—soaking, changing water in cooking, soda. Bean or pea soup. Boiled beans or peas with pork.

Custard. Sweet potato or pumpkin pie.

Subject matter.

Bake beans boiled the day before. Review making pastry. Making and baking custard. Preparing sweet potatoes for pie. Seasoning. Plan dinner.

Related material.

Digestibility of pastry.

Prepare and serve dinner.

Subject matter.

Serving dinner at table. Family service without waitress.

Sixth Week

Strong flavored vegetables, carrots, turnips, rutabagas, onions.

Subject matter.

Parboiling. Boiled—with cream sauce, with butter. Stuffed onions. Plan dinner for company to be served in courses. Table service, waitress's duties.

Irish potato, escalloped, salad.

Subject matter.

Escalloped dishes. Seasonings—baking. Marinating. Combinations with potatoes. Hard cooking eggs. Garnishes.

Short cake —peach, berry. Steamed pudding.

Subject matter.

Short cakes: variations. Cake—biscuit dough. Preparation of fruit. Cup puddings—fruit and batter, steamed.

Hen for roasting. Launder table linen—clean silver.

Subject matter.
Picking, singeing, drawing. salting. Preparation of stuffing. Roux for roasting. Temperature of oven. Time of cooking.
Illustrative material.
Drawing chicken for roasting.

Prepare and serve dinner in courses.

Subject matter.
Serving dinner in courses using waitress. Carving roast chicken.

Seventh Week

Soup with stock. English peas.

Subject matter.
Make stock. Use of canned vegetables with butter, sauce.

Meat with potatoes, rice.

Subject matter.
Finish soup with stock. Left over meat. Shepherd pie. Rice timbales with meat centers and gravy—steamed.

Cream puffs. Hot water pastry.

Subject matter.
Making pastry. Baking. Cream for centers, variations.
Illustrative material, demonstrations.
Make puffs.

Fruit salads. Frozen desserts.

Subject matter.
Combinations. Variations of dressings. Plain and custard foundation for frozen desserts. Variations. Ices, sherbets, creams.

Prepare and serve dinner.

Subject matter.
Make a time and route schedule to use in preparing meal. Check on it as meal progresses.

LUNCHES

Eighth Week

Bread.

Subject matter.

Flours. Making bread. Loaf bread—rusks, cinnamon rolls. Clean stoves.

Related material.

Fermentation. Growth of yeast.

Sandwiches.

Subject matter.

Use. Essentials of good sandwiches. Food suited to age, weight. Mixing of filling. Preparation of bread. Wrapping. Use of crusts if cut off.

Sponge cake. Cookies.

Subject matter.

Difference between butter and sponge cakes. Manipulation, baking. Variations in cake recipes for cookies. Addition of fruit, flavors, nuts, etc. Unfrosted cakes, cookies for children.

Foods from milk for lunches, custard, cottage cheese, cocoa.

Subject matter.

Value of milk. Making baked custard. Making cottage cheese. Combinations of cheese with nuts, dates, raisins in sandwiches. Making cocoa. Use of thermos bottle.

Pack lunch boxes. Have picnic.

Subject matter.

Kind of lunch box. Accessories—napkins, dishes, utensils, etc. Food planned according to season—distance to be carried.

Illustrative material, demonstrations.

Lunch boxes, oil paper, napkins.

CHRISTMAS GOODIES

Ninth Week

Subject matter.

Fruit cake.

Ingredients. Making. Baking. Frosting. Storing.

Illustrative material, demonstrations.

Preparation of ingredients. Mixing. Pans for baking.

Related material.
Oven temperature controlled by ingredients in product, size, shape.

Fancy cakes. Fruit cookies.

Subject matter.
Variations in shapes. Fancy icings.
Illustrative material.
Cakes, pictures. Icing.
Related material.
Colorings used in foods.

Candy—Fudges, taffy, fondant, mints.

Subject matter.
Sugar. Time of cooking. Tests for various kinds. Handling. Coloring, nuts, flavoring, fruits. Dipping fondant. Variations in use.
Related material.
Change in sugar by heating. Dry heat—caramelization. Liquid and heat—fondant.

Party refreshments.

Subject matter.
Where, how, what to serve. Cost. Decorations.
Illustrative material, demonstrations.
Favors, decorations, pictures.
Related material.
Making favors, decorations. Color schemes.

Tenth Week

Meat curing.

Lessons in meat curing which were not taught in first year.

Nutrition. Feeding the family. (2 weeks.)

Subject matter.
Plan meals. Criticise and reconstruct home meals. Needs of various members of family—age, occupations. Plan individual meals. Work out 100 calorie portions. Diet in abnormal conditions.
Talk by doctor, nurse.

Home Practice Work

Canning, drying, preserving, pickling, jelly-making.
Storing family supply of eggs in water glass.
Plan, prepare, serve any meal.
Do family marketing for week.
Prepare school lunch.
Care of milk and butter.
Make refreshments for party.
Care of kitchen at week ends.
Care of linens, silver.
Try new methods of cooking.

Study and Report Problems

Home range.
Leavening agents.
Comparative cost of staple products.
Plan meals for week.
Keep account for family.

Knowledge and Skill to be Gained

Select food and plan balanced meals for family.
Preparation of all ordinary dishes used in family.
Follow directions and judge recipes as to proper proportions.
Make good preserves, can vegetables properly.
Preserve eggs and care for meat in home.
Care for kitchen, food and utensils in sanitary manner.
Know high standard required for finished product.

THE HOUSE

Second Year—Six Weeks

Aim.

Making the home attractive and convenient and caring for it properly.

MAKING IMPROVEMENTS IN THE HOME

Planning improvements. (1 lesson.)

Subject matter.

Amount of money to be spent. Work done by family or hired. Sources of information in regard to work desired. Each pupil draw plan of house with which she is familiar. Outline brief description of it—floor and wall finishes, outside appearance, etc.

Illustrative material, demonstrations.

Floor plans of homes similar to those in neighborhood.

Running water, heater, sink, bathroom, drainage. Sewage disposal. (1 lesson.)

Subject matter.

Source of water. Means of getting water into house. Original cost. Cost of upkeep. Kinds of heaters, sinks, tubs. Good and bad points in each.

Illustrative material, demonstrations.

Bulletins, pictures. Catalogs from houses installing such equipment.

Related material.

Principle of pressure tanks. Sewage disposal: farm home methods, city system, final disposal.

Electricity for lights, equipment. (1 lesson.)

Subject matter.

Electricity: source of power. Original cost. Cost of upkeep. Lighting. Equipment: iron, toaster, washing machine, churn.

Illustrative material, demonstrations.

Bulletins, pictures. Catalogs from manufacturers of lighting plants and others.

Related material.

Study of electricity.

Cupboards, closets, shelves, etc. (1 lesson.)

Subject matter.
Need for storage space. Space to be used. Closets: shelves, rods, drawers at bottom, double doors. Cupboards, height, depth of shelves, distance apart. Shelves: use. Window seats, storage chests, etc.
Illustrative material, demonstrations.
Pictures from magazines. Drawings.

Additional space: rooms, porches. New floors. (1 lesson.)

Subject matter.
Need for more room. Relation to rest of house, convenience, outside appearance. Size, lighting of room. Floors, kinds of wood, cost.
Illustrative material, demonstrations.
Drawings. House plans.
Related material.
Woods used in different parts of house.

Furniture. (3 lessons.)

Subject matter.
Money to be spent. Usage: amount, kind. Length of service desired. Rest of furniture. Styles of furniture. Points in construction. Wood—finishes. Upholstery.
Illustrative material, demonstrations.
Furniture. Catalogs. Articles, pictures from magazines. Visit store.
Related material.
Good and bad taste in furniture.

Furnishings. (2 lessons.)

Subject matter.
Money to be spent. Other furnishings, furniture. Furnishings: usage, amount, kind, length of service desired. Materials suitable for curtains, draperies, pillows, scarfs, rugs, carpets, linen, bedding.
Illustrative material, demonstrations.
Samples of materials. Magazine articles. Finished pieces. Visit store.
Related material.
Good and bad taste in furnishings.

Pictures. (1 lesson).

Subject matter.
Kinds of pictures for different rooms. Sizes of pictures for space. Frames, mats. Hanging, wires, grouping. Study few good pictures.
Illustrative material, demonstrations.
Small pictures. Books from Perry, Brown, etc. Pictures from magazines.
Related material.
Appreciation of pictures for home.

Subject matter.
Purchasing of stoves, washing machines, refrigerators, cooking utensils, dishes, brooms, mops, brushes, etc. Points: money to be spent; usage, amount, kind; length of service desired. Materials from which made. Cost of upkeep in time, energy, money.
Illustrative material, demonstrations.
Visit stores. Catalogs. Magazine articles.
Related material.
Metals: cost, wearing qualities, upkeep.

Paints, stains, varnishes, wall paper. (1 lesson.)

Subject matter.
Woods, kinds, cost, good points. Finishes, kinds, costs, good points, applying, care. Wall papers, kind, cost, hanging, care.
Illustrative material, demonstrations.
Samples from paint companies. Wall paper books.
Related material.
Paints, stains, varnishes. Preservation of wood, mixing. Colors.

Color scheme for house. (1 lesson.)

Subject matter.
Room as a whole. Relation to other rooms. Harmony. Balance. Restfulness. Combination of colors.
Illustrative material, demonstrations.
Alabastine Co. Samples.

PLAN IMPROVEMENTS IN HOUSE KNOWN TO PUPIL

Living room, halls, dining room, bedrooms, porches, kitchen. (5 lessons.)

Subject matter.

Needed improvements. Improvement to be done by family, outside help. Cost. Furniture, furnishings already there. Plan those to be added each year.

Illustrative material, demonstrations.

Pictures. Visit to remodeled house.

IMPROVEMENTS OUTSIDE HOME

Yard—flowers, shrubs. (1 lesson.)

Subject matter.

Laying out of grounds. Drainage. Location of trees, shrubs, hedges, grass. Flowers for every season; spring flowers, summer, fall. Vines, tall flowers. Native plants. Beds. Porch boxes, baskets. Soil. Pruning, care.

Illustrative material, demonstrations.

Catalogs. Pictures.

Related material.

Spacing, backgrounds, color combinations in flowers.

Painting exterior of building. (1 lesson.)

Subject matter.

Painting, value of, kinds, costs, colors, trimmings. Location of outhouses, fewer but more convenient. Sanitation, upkeep of grounds, buildings. Lattices and blind fences.

Illustrative material, demonstrations.

Pictures of well kept homes, neat outhouses.

Related material.

Relation of house to grounds.

Buying a home. (1 lesson.)

Subject matter.

Money to be spent. Size of house needed. Yard: drainage, trees, size. Location in relation to business. Improvements made, needed. Road or street: kind, condition, much traveled.

Furnace, running water, bathroom. Arrangement, size of room, storage places. Methods of financing a place.

Care of Kitchen equipment.

Subject matter.

Care of aluminum, glassware, tin, iron, nickel, copper, silver, stoves, refrigerator, etc. Cleaning agents. Prevention of abuse of equipment.

Illustrative material, demonstrations.

Cleaning agents. Show use. Putting wicks in stove.

Related material.

Cause of tarnishes. Removal.

Floors—walls. Rugs, carpets.

Subject matter.

Sweeping, mopping. Care of waxed floors. Wiping down walls. Cleaning wall paper. Dusting. Sweeping rags, carpets. Cleaning with salt, sawdust, etc. Seasonal cleaning. Vacuum cleaners.

Illustrative material, demonstrations.

Proper way of cleaning floors, walls, rugs, etc.

Linens. Bedding. Curtains. (2 lessons.)

Subject matter.

Removing stains. Washing linens, quilts, blankets. Washing curtains, shaking, mending, laundering.

Illustrative material, demonstrations.

Mended lace, net curtains.

Household pests. (1 lesson.)

Subject matter.

Danger of household pests. Habits of common pests. Commonest causes of prevalence of most. Seasons for fighting pests. Habits of ants, flies. Disinfectants and traps.

Illustrative material, demonstrations.

Eradicators.

Home Practice Work

Rearranging furniture in any room for convenience, better artistic arrangement.
Refinish furniture.
Refinish walls, floors.
Hang curtains, pictures.
Care for any room.
Care for silver, glassware, linen.
Launder quilts, blankets.
Make house or yard more sanitary.
Plan flowers for house or yard.

Study and Report Problems

Make plans for simple improvements costing $25, $50, $100.
Plan better storage space in house.
Draw plan for more convenient kitchen.
Plan improvement of grounds.
Collect practical house cleaning helps.

Knowledge and Skill to be Gained

Make a home more attractive by using to better advantage what is already there.
Use paints, varnishes, stains to refinish furniture, walls, floor.
Plan additional storage space, additional room or porches.
Care for the house in the simplest most convenient way.

CHILD WELFARE

Second Year—Three Weeks

Aim.

To give the girl some basic points on the care and rearing of children.

Subject matter.

Infant feeding. (3 lessons.)

Nature's feeding: digestive process, mother's milk. Care of mother's health. Regularity of feeding. Technique of nursing. Artificial feeding, supplementary feeding. Care and selection of milk, pasteurization, sterilization. Care after preparation. Care of bottle, nipple. Preparation of bottle. Technique of bottle nursing. Common mistakes in infant feeding. Comparison of mother's milk with cow's, goat's. Proprietary foods. Advantages and disadvantages. Irregularity in feeding, over and under feeding. Composition of food. Milk not properly prepared. Addition of other food: water, fruit, tomato juices, beef juice, broth, barley water, crisp toast, addition of vegetables. Age of weaning, method of weaning.

Illustrative material, demonstrations.

Pasteurize, sterilize milk. Prepare bottle. Modify milk. Types of bottles. Milk sugar. Proprietary foods.

Related material.

Review value of different food principles in diet. Digestion.

Subject matter.

Environment. (1 lesson.)

Light, heat, ventilation of rooms. Furnishings (bed, crib, other equipment). Baby sleep alone. Use of pillow. Care of room. Clean infant's room.

Illustrative material, demonstrations.

Make posters of well arranged room to use for baby.

Subject matter.

(2 lessons.) Clothing.

Materials suitable for each garment. Style of garments. Care of clothes. Laundering baby's clothes, starching, stretching hose, shirts.

Illustrative material, demonstrations.
Pictures. Finished garments. Materials.

Physical development. (1 lesson.)

Subject matter.
Relation of weight to age and health. Regular gain, increase in height, weight. Development of muscular action, senses, speech. Teeth.
Illustrative material, demonstrations.
Weight and height chart for baby.

Physical care. (1 lesson.)

Subject matter.
Necessity of bathing. Temperatures of water, room. Method of bathing. Toilet articles—soaps, powders. Exercise, outdoor life. Sleep—regularity, amount, time. Handling, lifting. Training for regular habits (feeding, sleep, bowel movement). Habits to avoid (crying, sucking fingers, bed wetting, etc.)
Illustrative material, demonstrations.
Give baby a bath. Make posters. Contrasting good and bad conditions for baby.

Common ailments. Contagious diseases. (3 lessons.)

Subject matter.
Symptoms, cause, treatment of common ailments: convulsions, colic, cramp, earache, foreign bodies in eye, ear, nose, throat, stomach, constipation, diarrhea, adenoids, croup. Symptoms, cause, treatment, spreading, after effects in measles, mumps, whooping cough, scarlet fever, chicken pox, diphtheria, tuberculosis.
Illustrative material, demonstrations.
Talk by nurse or doctor.

Food for older children. (2 lessons.)

Subject matter.
Meals for different ages. Proportions of various nutrients, minerals, vitamines. Preparation of food. Method, time and temperature of cooking. Variation of recipes and foods. Ways of using milk. Teaching child to feed itself. Preparation of one day's diet for pre-school age children.
Illustrative material, demonstrations.
Posters, pictures, trays.

Amusements for infants. (1 lesson.)

Subject matter.
Kinds of toys. Sanitation of toys. Time to amuse babies. Harm of playing with babies. Kissing and fondling.
Illustrative material, demonstrations.
Good and bad toys.

Discipline and education. (1 lesson.)

Subject matter.
Good and bad habits, obedience. Punishments need, kind, degree, time. Treatment of child as a human being. Living habits child is expected to acquire: truthfulness, honesty, promptness, etc. Answer questions of child truthfully. Instructive games and stories. Social etiquette.
Illustrative material, demonstrations.
Articles in woman's magazines.

Home Practice Work

Bathe and dress small child.
Prepare baby's bottle.
Prepare such foods as fruit juice, prunes, gruels, etc.
Weight and height chart for baby.
Put baby to bed daily for two weeks.
Make suitable clothing for child.
Make toys for children—cloth dolls, animals, bean bags, etc.
Tell good story to child or children.
Teach three good games to small children.
Care for child one hour each day for three weeks.

Study and Report Problems

Children's digestive disorders.
Charts of proper and improper foods for children of various ages.
Chart of normal development of child.
List of good stories for children between 2-4, 4-7, 7-12 years of age.
List of games for small children.
Alabama Child Labor Laws.

Knowledge and Skill to be Gained

Simple principles of infant feeding.
Physical development and care of children.
Discipline of children. Good habits.
Common ailments, simple remedies.
Amusements—toys, games, stories for various ages.

HOME MANAGEMENT

Second Year—Three Weeks

Aim.

Saving of time, energy and money in the management of a home.

Saving Steps

Subject matter.

Arrangement of furniture. (3 lessons.)

Saving steps, time, energy. Work areas in kitchen. Saving steps: kitchen furniture in relation to dining room, dresser near clothes closet, sewing table near machine, etc. Study arrangement of furniture in school laboratories.

Illustrative material, demonstrations.

Illustrations of rearranged kitchen. Diagram of inconveniently arranged kitchen. Show steps taken in preparing a meal.

Related material.

Good lighting, ventilation.

Subject matter.

Labor saving devices. (2 lessons.)

Labor saving devices: fireless cooker, iceless refrigerator, cold box, pressure cooker, work stool, work table on castors, scrubbing chariot, shoe blacking box, washing machine, serving wagon, electrical appliances, dish drainer, water in house, sinks. Consider cost, time used, upkeep.

Illustrative material, demonstrations.

Pictures. Home-made conveniences.

Subject matter.

System in home.

Daily, weekly, seasonal schedules. (3 lessons.)

Schedules: use, value. Points in making, work to be done, number to do work. Daily tasks: meals, dishes, make beds, etc. Weekly tasks: laundry work, sunning beds, cleaning pans, marketing, etc. Seasonal tasks: storing clothes, sewing, washing curtains, shopping for clothes, canning food. Value of having a place for things.

Illustrative material, demonstrations.
Lists of work to be done. Schedules permitting school girls to help at home.

Subject matter.

Finances. Family budget. (3 lessons.)

Meaning of budget. Income—amount, sources. Expenses. Division of income, points governing division. Make budget for family with income and problems similar to those in neighborhood.

Illustrative material, demonstrations.
Tables showing expenditures. Tentative budget of other families.

Subject matter.

Account keeping. (2 lessons.)

Reasons for keeping accounts. Simple method of keeping accounts. Keeping accounts of bills, filing bills, receipts. Credit, cash, installment plan of buying. Making out mail orders, money orders, registry, postal insurance.

Illustrative material, demonstrations.
Forms for family accounts.

Subject matter.

Banking. Savings. (1 lesson.)

Banking: value of bank account, kinds, opening an account, checks, drafts, traveler's, cashier's check, receipts, safety deposit boxes. Savings: interest paid, bank, bonds, certificates, etc. Insurance.

Illustrative material, demonstrations.
Visit to bank if possible. Various forms used in banking.

Related material.
Savings through care of health, clothes, food.

Subject matter.

Higher life. (1 lesson.)

Self improvement. Magazines. Recreation. Home entertainment. Church activities. Civic activities. Education. Travel.

Illustrative material. demonstrations.
Good magazines. Stories to be read aloud. Games.

Home Practice Work

Make tentative family budget.
Keep famil accounts for one month.
Follow schedule for a week.
Arrange furniture in one room to save steps.
Make one labor saving device.

Study and Report Problems

Make schedules: daily, weekly or seasonal.
Work out system of keeping family accounts.
Ways of saving money.
Select good magazines.
Plan games suitable for children at home.
Plan simple entertainment for family.

Knowledge and Skill to be Gained

Plan usable work schedules.
Arrange equipment conveniently.
Make tentative budget for family in community.
Handle ordinary family and personal finances.

BOOKS

Child Welfare

*Holt's Care and Feeding of Children—D. Appleton & Co., 35 West 32d St., New York.

Read's Mothercraft Manual—Little, Brown & Co., 34 Beacon St., Boston.

Washburne's Study of Child Life—American School of Home Economics, Chicago, Ill.

Clothing

*Balderston's Laundering—L. R. Balderston, 1224 Cherry St., Philadelphia.

*Baldt's Clothing for Women—J. B. Lippincott Co., Washington Square, Philadelphia, Pa.

*McGowan and Waite's Textiles and Clothing—Macmillan Co., 17 Houston St., Atlanta, Ga.

Winterburn's Principles of Correct Dress—Harper Bros., Franklin Square, New York City.

*Woolman's Clothing, Choice, Care, Cost—J. B. Lippincott Co., Washington Square, Philadelphia, Pa.

Foods

Allen's Table Service—Little, Brown & Co., 34 Beacon St., Boston.

*Chambers's Breakfasts, Luncheons and Dinners—Boston Cookery School Magazine Co., Boston, Mass.

*Conn's Bacteria, Yeasts and Molds—Ginn & Co., Cor. Edgewood Ave. and N. Pryor St., Atlanta, Ga.

*Dowd and Jameson's Food and Its Preparation—John Wiley & Sons, New York City.

Elliott's Household Bacteriology—American School of Home Economics, Chicago, Ill.

*Farmer's Boston Cookery School Cook Book—Little, Brown & Co., 34 Beacon St., Boston.

McCollum's Newer Knowledge of Nutrition—Macmillan Co., 17 Houston St., Atlanta, Ga.

*Powell's Successful Canning and Preserving—Lippincott Co., Washington Square, Philadelphia.

***Rose's Feeding the Family**—Macmillan Co., 17 Houston St., Atlanta, Ga.

Sherman's Food Products—Macmillan Co., 17 Houston St., Atlanta, Ga.

*Willard and Gillett's Dietetics for High School—Macmillan Co., 17 Houston St., Atlanta, Ga.

Health

Delano's Home Hygiene and Care of Sick, Red Cross Book—Blakeston's Sons & Co., Philadelphia, Pa.

*First choice.

*Elliott's Household Hygiene—American School of Home Economics, Chicago.

Galbraith's Personal Hygiene and Physical Training for Women—W. B. Saunders Co., West Washington Square, Philadelphia, Pa.

*Lynch's First Aid and Relief—Blakeston's Sons & Co., Philadelphia, Pa.

*Pope's Home Care of Sick—American School of Home Economics, Chicago.

Pope's Textbook of Simple Nursing Procedure for High School—G. P. Putnam's Sons, New York City.

*Sampson's Prevention of Disease and Care of Sick, Misc. Pub. No. 17—U. S. Public Health Service, Treasury Dept.

Home Management

*Abel's Successful Family Life—J. B. Lippincott Co., Washington Sq., Philadelphia, Pa.

Frederick's New Housekeeping—Doubleday, Page & Co., Garden City, N. Y.

*Taber's Business of the Household—J. B. Lippincott Co., Washington Square, Philadelphia, Pa.

The House

*Balderston's Housewifery—J. B. Lippincott Co., Washington Square, Philadelphia, Pa.

Bevier's The House—American School of Home Economics, Chicago.

Broadhurst's Home and Community Hygiene—J. B. Lippincott Co., Washington Square, Philadelphia, Pa.

Clark's Care of the House—Macmillan Co., 17 Houston St., Atlanta, Ga.

Izor's Costume Design and Home Planning—Atkinson, Mentzer & Co., 2210 S. Park Ave., Chicago, Ill.

Parson's Interior Decoration—Doubleday, Page & Co., Garden City, N. Y.

Quinn's Planning and Furnishing the Home—Harper Bros., Franklin Square, New York City.

White's Successful Houses and How to Build Them—Macmillan Co., 17 Houston St., Atlanta, Ga.

Related Books

Ball and West's Household Arithmetic—J. B. Lippincott Co., Washington Square, Philadelphia, Pa.

Cooley's Teaching Home Economics—Macmillan Co.. 17 Houston St., Atlanta, Ga.

Dean of Girls—Manners and Conduct—Allyn & Bacon, 50 Beacon St., Boston.

Hunt's Life of Ellen H. Richards—Whitcomb & Barrows, Boston, Mass.

Hunter and Whitman's Civic Science in the Home—American Book Co., 300 Pike St., Cincinnati.

Keene's Mechanics of the Household—McGraw, Hill & Co., New York City.

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*First choice.

Lynde's Physics of the Household—Macmillan Co., 17 Houston St., Atlanta, Ga.
Richards's Art of Right Living—Whitcomb & Barrow, Boston, Mass.
Richardson's Adventures in Thrift—Bobbs, Merrill, Philadelphia, Pa.
Richardson's The Woman Who Spends—Whitcomb & Barrow, Boston, Mass.
Snell's Elementary Household Chemistry—Macmillan Co., 17 Houston St., Atlanta, Ga.
*Starrett's Charm of Fine Manners—J. B. Lippincott Co., Washington Square, Philadelphia, Pa.
Tarbell's The Business of Being a Woman—Macmillan Co., 17 Houston St., Atlanta, Ga.

BULLETINS

Child Welfare

Baby's Clothes, No. 29—Iowa State College of Agr., Ames.
Care of Children, Nos. 1, 2, 3—U. S. Dept. of Labor, Children's Bureau.
Eyesight of School Children, No. 65—U. S. Dept. of Interior, Bureau of Education.
Foods for Young Children, No. 717 F. B.*—U. S. Department of Agriculture.
Infant Care—West—U. S. Dept. of Labor, Children's Bureau.
Infant Mortality, No. 72—U. S. Dept. of Labor, Children's Bureau.
Marriage and Motherhood—The Oregon School Hygiene Society, Portland, Oregon.
Parent's Part, The—N. J. State Dept. of Health, Bureau of Venereal Disease, Trenton, N. J.
Problems in Child Welfare, No. 18—Ohio State University, Columbus, Ohio.
When and How to Tell the Children, No. 3—The Oregon Social Hygiene Society, Portland, Oregon.

Clothing

Approved Methods of Laundering—Proctor Gamble Co., Cincinnati, Ohio.
Buying and Testing Textiles for Home Use, No. 28—Iowa State College of Agr., Ames.
Clothes for the School Girl, No. 24—Iowa State College of Agr., Ames.
Clothing for the Family, No. 23—Federal Board for Vocational Education, Washington, D. C.
Clothing Thrift Emergency Leaflet, No. 51—Iowa State College of Agr., Ames.
Girls Clothing Clubs, No. 21—N. J. State College of Agr., New Brunswick.
Handbook for First Year Sewing for Home Demonstration Clubs, No. 20—Florida State College for Women, Tallahassee.

*F. B. refers to Farmer's Bulletin.

Home Laundering, No. 1099 F. B.*—U. S. Department of Agriculture.
Laundering in the Home and Laundering Made Easier, F. B.*—U. S. Department of Agriculture.
Making Clothes Last Longer, No. 113—University of Wisconsin, Madison.
New Clothes at Small Cost, No. 91—University of Wisconsin, Madison.
Planning the Costume, No. 25—Iowa State College of Agr., Ames.
Removal of Stains from Clothes, No. 861 F. B.*—U. S. Department of Agriculture.
Saving Labor and Material by Easier Laundering Methods, No. 5—U. S. Dept. of Agr., Thrift Leaflet.
Selection and Care of Clothes, No. 1089 F. B.*—U. S. Department of Agriculture.
Some Points in Choosing Textiles—University of Illinois, Urbana.
Thrift Leaflets in Clothing—U. S. Department of Agrciulture.
Use and Alteration of Commercial Patterns, No. 27—Iowa State College of Agr., Ames.

Foods

Alum in Foods, No. 103 F. B.*—U. S. Department of Agriculture.
Baking in the Home, No. 1136 F. B.*—U. S. Department of Agriculture.
Bread and Bread Making in the Home, No. 807 F. B.*—U. S. Department of Agriculture.
Care of Food in the Home, No. 375 F. B.*—U. S. Department of Agriculture.
Care of Milk and Its Uses in the Home, No. 413 F. B.*—U. S. Department of Agriculture.
Cereals in the Diet—Cornell University, Ithaca, N. Y.
Diet for the School Child, No. 2—Dept. of Interior, Bureau of Education.
Diet for the School Child, No. 57—University of Iowa, Iowa City.
Drying Fruits and Vegetables in the Home, No. 841 F. B.*—U. S. Department of Agriculture.
Economical Use of Meat in the Home, No. 391 F. B.—U. S. Department of Agriculture.
Egg Substitutes and So-Called Egg Savers, No. 7 F. B.*—U. S. Department of Agriculture.
Essentials in the Selection of Beef, No. 206—University of Illinois, Urbana.
Facts About Milk, No. 42 F. B.*—U. S. Department of Agriculture.
Farm Butter Making, No. 541 F. B.*—U. S. Department of Agriculture.
Fats and Their Economical Use in the Home, No. 469 F. B.*—U. S. Department of Agriculture.
Food for the Family, No. 10—Iowa State College of Agr., Ames.
Food Values, No. 975 F. B.*—U. S. Department of Agriculture.
Good Water for Farm Homes, No. 70—Ohio State University, Columbus.
Home Butchering and Caring for Pork, No. 101—N. J. College of Agr., New Brunswick.

*F. B. refers to Farmer's Bulletin.

Home Canning, No. 10—University of Illinois, Urbana.
Home Canning and Curing of Meats, No. 15—N. J. College of Agr., New Brunswick.
Home Canning of Fruits and Vegetables, No. 853 F. B.*—U. S. Department of Agriculture.
How to Select Foods, No. 817 F. B.*—U. S. Department of Agriculture.
Lunches for the Rural School, No. 32—University of Nebraska, Lincoln.
Lunch Hour at School—Dept. of Interior, Bureau of Education.
Making Butter on the Farm, No. 367 F. B.*—U. S. Department of Agriculture.
Milk—Its Importance as Food, No. 3 F. B.*—U. S. Department of Agriculture.
Ninety Tested, Palatable and Economical Recipes, No. 34—Teachers' College, New York City.
Preservation of Vegetables by Fermentation and Salting, No. 881 F. B.* —U. S. Department of Agriculture.
Principles of Jelly Making—University of Illinois, Urbana.
Production of Clean Milk, No. 602 F. B.*—U. S. Department of Agriculture.
Rules for Planning Family Dietary—Cornell University, Ithaca, N. Y.
School Luncheon—Oregon Agr. College, Corvallis.
Three Meals a Day Series—Rand-McNally Co., Atlanta.
Use and Preparation of Food, No. 35—Federal Board for Vocational Education, Washington, D. C.
Uses of Foods and the Proper Balancing of the Diet, No. 345—University of Texas, Austin.
What is Malnutrition, No. 59—U. S. Dept. of Labor, Children's Bureau.
Wilson's Meat Cookery—Wilson & Co., Chicago, Ill.

Health

Child Health Program, No. 5—Dept. of Interior, Bureau of Education.
Disinfectants, No. 42—U. S. Treas. Dept., Health Bulletin.
Guides to Health—U. S. Treas. Dept., Health Leaflet.
Health Education Charts—Dept. of Interior, Bureau of Education.
Health Teaching in Elementary Schools, No. 10—Dept. of Interior, Bureau of Education.
Hookworm Diseases—International Health Board, 6 Broadway, New York.
Malaria—U. S. Public Health Service, Treasury Dept.
Pellagra—Causes—Cure—Metropolitan Life Ins. Co., Chicago, Ill.
Physical Development, No. 110—Oregon Social Hygiene Society, Portland.
Plain Talk With Girls, No. 4—Oregon Social Hygiene Society, Portland.
Posture in School Hygiene—American Posture League, Madison Ave., N. Y.

*F. B. refers to Farmer's Bulletin.

Posture and Types of Breathing Exercises—American Posture League, Madison Ave., N. Y.

Standardization of Conditions Affecting Posture—American Posture League, Madison Ave., N. Y.

Teaching Health, No. 4-6—Dept. of Interior, Bureau of Education.

Tuberculosis Background for Advisers and Teachers, No. 59—Federal Board for Vocational Education, Washington, D. C.

Typhoid Fever, No. 69—U. S. Public Health Service, Treasury Dept.

Venereal Diseases and Health—Alabama State Board of Health, Montgomery.

The House

Bedbug, No. 754 F. B.*—U. S. Department of Agriculture.

Farm House, The—Cornell University, Ithaca, N. Y.

Farm Kitchen as a Work Shop, No. 607 F. B.*—U. S. Department of Agriculture.

Farm Woman's Problems, No. 148 F. B.*—U. S. Department of Agriculture.

Home Laundering, No. 1099 F. B.*—U. S. Department of Agriculture.

Home Made Fireless Cookers and Their Use, No. 771 F. B.*—U. S. Department of Agriculture.

House Cleaning Made Easier, No. 1180 F. B.*—U. S. Department of Agriculture.

House Fly, No. 851—Lowe Bros., Dayton, Ohio.

House That Is, The, No. 1175 F. B.*—U. S. Department of Agriculture.

Material for the Household (25c), No. 90—Supt. of Documents, Bureau of Standards.

Physical and Chemical Test for the Housewife (10c), No. 19—Teachers' College, New York City.

Pictures for the Home, No. 21—Iowa State College, Ames.

Safe Disposal of Human Excreta—Alabama State Board of Health, Montgomery.

Safety for the Household (15c), No. 75—Supt. of Documents, Bureau of Standards.

Water Systems for Farm Homes, No. 941 F. B.*—U. S. Department of Agriculture.

Related Bulletins

Annual Flowering Plants, No. 195 F. B.*—U. S. Department of Agriculture.

Fairy Game, The—Jennie V. McCrillis, No. 114—Allston St., West, Medford, Mass.

Growing Annual Flowering Plants, No. 1171 F. B.*—U. S. Department of Agriculture.

Home Economics Plays (10c)—S. Deborah Gaines, 1372 E. 57th St., Chicago.

Keeping Christmas, No. 97—Cornell University, Ithaca, N. Y.

*F. B. refers to Farmer's Bulletin.

Government bulletins may be secured from Supt. of Documents, Government Printing Office, Washington, D. C., if they cannot be secured from the Department publishing them.

HOME ECONOMICS LABORATORIES

Equipped for 16

ROOMS AND FURNITURE

Foods department.

Room 28′x30′, separate chimney for cook stove. Windows which will open from top and bottom. Windows and doors screened. Floor, if cement, covered with cork or linoleum; if wood, painted or waxed. Blackboard 4′x9′ at least.

Tables or desks—tops 2′x5′—hardwood, metal or composition top, enclosed drawers for equipment	8
Stools or benches	16
Bulletin board 24″x30″—composition board, framed	1
Cupboards—Supply, metal or made rat proof with metal sheets or screening	1
Cupboards—Dish	1
Cupboards—Extra utensils	1
Cupboards—Uniform	1
Towel rack	1
Supply table 3′x4′ with castors	1
Waste basket (not open wire)	1
Closet for cleaning supplies	1
Coal or wood box	1
Scuttle (if coal is used)	1

Clothing department.

Room 28′x30′. Wood floor painted or waxed.

Desk for teacher	1
Book case or shelves for books and magazines	1
Blackboard 4′x9′	1
Chairs	21
Waste basket	1
Tables—Sewing, large enough for four girls	4
Tables—Cutting, 3′x9′ or longer	2

Laundry.

Room 15′x18′ (the kitchen can be used). Cement floor.

Cupboard for supplies	1
Bench for two tubs—of convenient height	4

Dining room.

15′x18′ (the sewing room can be used). The furniture for the dining room may be purchased from equipment fund in State-aided vocational schools.

Buffet	1
Dining chairs	6
Dining table	1
Serving table	1

EQUIPMENT

Cooking.

Sink (17″x36″x9″) and convenient height. Open plumbing, running water, hot water attachment	1
Basin, Hand	1
Stoves, Range standard make, using fuel of community	1
Oil, gas, or gasoline, standard make (burners)	12
Ovens—Portable	2
Ovens—Stationary	2
Oil can, 5 gallon, if kerosene or gasoline is used	1
Clock	1
Garbage can with cover—non-rusting material	1
Refrigerator, standard make, if ice can be procured	1
Refrigerator, iceless	1
Fireless cooker—Home made	1

Fireless cooker—Standard make	1
Ice pick	1
Ice shaver	1
Flour bin or container—rat proof, 50 pounds capacity	1
Meal bin or container—rat proof, 25 pounds capacity	1
Sugar container—25 pounds	1
Jar for butter	1
Towels—Drying dishes, 1 yard	(dozen) 6
Towels—Washing dishes, 12 to 15 inches	(dozen) 4
Towels—Paper for hands.	
Tea kettle	2
Scissors	1
Scales (spring 25 lbs.)	1
Meat chopper	1
Roaster	1
Casserole	1
Waffle irons	2
Skewers	(set) 1
Basket for deep fat frying	1
Tea spoon, plated tin	32
Bowl—Earthen, 1 qt.	16
Dishes—Small plate	16
Dishes—Sauce dish	16
Dishes—Cup	16
Kitchen fork, steel, wooden handle	16
Kitchen knife, steel, wooden handle	16
Mat, 8 inches, asbestos	16
Measuring cup, ½ aluminum, ½ glass	16
Mixing spoon, ½ wood, ½ metal	16
Pie pan, individual size, 6" across	16
Pan, granite, aluminum, 1 qt.	16
Custard cup, Earthen	16
Table spoon, plated tin	16
Vegetable knife, steel wooden handle	16
Biscuit cutter, tin	8
Bread board, wood, 14"x18"	8
Bread pan, heavy tin, medium	8
Cake pans, various sizes	8
Double boiler, granite or aluminum	8
Egg whip, heavy wire	8
Frying pan, iron, small	8
Salt shaker, glass, or aluminum	8
Pepper shaker, glass or aluminum	8
Spatula, steel, medium size	8
Rolling pin, wooden or glass, small size	8
Scrubbing brush, small, wooden back	8
Strainer wire	8
Vegetable brush, small, wooden back	8
Baking dish, earthen, 3 pt.	4
Bowl, earthen, porcelain, 3 pt.	4
Cake coolers, heavy wire	4
Coffee pot, small, 1 qt.	4
Colander, medium size, heavy tin	4
Dover beater	4
Match holder	4
Muffin pan, deep, 8" blocked tin	4
Pitcher, earthen, porcelain 1 or 2 qt.	4
Potato masher, ricer, heavy wire	4
Skimmer, small	4
Soap dish	4
Tea pot, earthen, 1 qt.	4
Measure, 1 qt. and 1 pt.	2
Double boiler, granite, 2 qt.	2
Griddle aluminum or iron, medium size	2
Griddle turner	2
Frying pan, aluminum, steel, medium size	2
Kettle, granite, 4 qt.	2
Lemon squeezer, glass	2
Can opener	2
Sauce pan, granite aluminum, 2 quart	2
Flour sifter	2

Meat knife, steel	2
Pudding mold, 3 pt.	2
Stove brush	2
Baking sheet, size of oven	1
Bread knife, steel	1
Bread box	1
Cleaver	1
Chopping bowl, wood	1
Chopping knife, steel	1
Coffee pot, granite, 2 or 3 qt.	1
Cork screw	1
Frying kettle, medium size	1
Funnel	1
Ice cream freezer, standard make, 4 qt.	1
Knife sharpener	1
Steamer, medium size	1
Toaster, heavy wire or tin	1
Tray, non rusting metal	1
Fruit jars, glass, standard make (dozen)	4
Jelly glasses with covers (doz.)	2

Serving

Linen table cloth	2
Napkins	12
Doilies, various sizes	2
Centerpiece	1
Silence cloth, felt, asbestos or blanket	1
Dishes: china, neat pattern:	
dinner plates	12
bread and butter plates	6
cereal	6
cups and saucers	6
sauce dishes	6
soup	6
tea plates	6
bowls	6
platter, small, medium	2
vegetable, covered	2
vegetable, uncovered	2
creamer	1
salad bowl	1
sugar bowl	1
tea pot	1
Glass: fruit dish	1
water pitcher	1
tumblers	6
salt, pepper (sets)	3
Silver: teaspoons, plated or sterling	12
forks	6
knives	6
soup spoons	6
tablespoons	6
butter knife	1
meat fork	1
sugar spoon	1
Carving set	1
Tray for serving	2

Sewing

Machines, a standard make	4
Screens	4
Shears, cutting, long blade, good steel	4
Tape measures	4
Yard stick	4
Iron, electric or sad (use laundry equipment)	2
Ironing board	2
Bust form	1
Demonstration board	1
Fitting block, 12" high, 30" across top	1
Mirror, full length	1
Skirt marker	1

Laundry

Tubs, galvanized	8
Ironing board, well padded, movable, stationary if separate laundry	4
Irons, sad irons in sets of three, electric may replace part	4
Basket	2
Boiler, heavy tin, copper	2
Machine, each of different principle	2
Wash board, zinc, stone or glass	2
Whisk broom	2
Wringer, ball bearing	2

Brush, soft	1
Brush, stiff	1
Clothes rack	1
Kettle for starch, granite, aluminum	1
Line, if 2, one of improved type	2
Sleeve board	1
Pins, clothes snap (doz.)	8

Housewifery

Dustless dusters	4
Scrubbing brushes	4
Brooms	2
Floor mops	2
Pails, galvanized, 2 gal.	2
Sanitary dust pan	2
Folding steps	1
Floor brush, short handle	1
Oil mops	1
Radiator brush, if radiators	1
Wall cloths	1
Window map	1

Home Nursing

Bed mattress, springs, pillow, single bed	1
Cabinet for supplies	1
First aid outfit	1
Thermometer, clinical	1
Trays	2
Vases, small	2
Linen doilies	2
sheets	2
pillow cases	2
towels, hand and bath (each)	2
blanket	1
spread	1

SCORE CARD
FOR HOME ECONOMICS DEPARTMENT

The Plant, measured by 25
- a. Two rooms well lighted, heated and ventilated ... 5
  Equipped according to the standard list of the State Department in—
- b. Cooking, serving 5
- c. Sewing 5
- d. Home nursing, housewifery, laundry 5
- e. Library of fifty standard books 5

The Teacher, measured by 25
- a. Preparation. Two years specialized training beyond high school. Continued training in service through magazines, summer school, etc. 5
- b. Lesson preparations. Outline lessons, use of illustrative material, references, home work definitely assigned 5
- c. Teaching ability. Lessons planned clearly. Work adapted to community and individual needs. Progress of pupils watched. Co-operation in all school activities 5
- d. Physical appearance. Good health, vigorous, well poised, good posture, neatly and conventionally dressed 5
- e. Personal characteristics. Cheerful, courteous, industrious, tactful, enthusiastic 5

The Class Period, measured by 25
- a. 120 minutes daily (80 minutes in other than vocational schools) 5
- b. Good discipline, regular places, promptness 5
- c. Clean, neat laboratories. Students and teachers clean and neat. Wash dresses and aprons for cooking, housewifery, laundering 5
- d. General presentation at beginning and review at end of lesson 5
- e. Pupils interested in work, courteous to teacher ... 5

The Result—the Girl, measured by 25
- a. Increased interest and improvement in work 5
- b. Taking entire care of her room at home 5
- c. Doing all her mending and assisting with family mending 5
- d. Making her own underclothes, preparing and serving simple home meals at the end of the first year 5
- e. Taking an assistant's place in the activities of the home ..... 5——

100

REQUIREMENTS FOR STATE AID IN VOCATIONAL HOME-MAKING IN ALL-DAY SCHOOLS

One-half of the school day shall be given to home economics subjects or home economics and related subjects. If the school day is six hours, this means 180 minutes a day or 900 minutes a week. This may be used in five 120-minute periods for home economics and seven 45-minute periods, or five 60-minute periods for related science or arts, four of which are laboratory periods.

The related subjects shall be art or science related to the home. Art courses meeting this requirement are applied art and costume design. Science courses are general science, health course for girls, hygiene, sanitation, applied biology, household physics, household chemistry. These classes must be segregated, having in them only vocational home economics pupils.

The girls shall be at least **fourteen** years of age.

The courses shall be offered in the first two years of high school if only two years work is offered, except by special arrangement.

Rooms.

Two rooms of suitable size shall be set aside for cooking and sewing. Both rooms shall be well lighted and ventilated. The cooking laboratory is to be screened and have a separate chimney for range.

Equipment.

Five hundred dollars shall be made available the first year for equipment. (Credit towards this amount will be allowed for approved equipment on hand. Tables, chairs, cupboards, bookcases are not equipment.) Seventy-five dollars shall be available each succeeding year to be expended if necessary,—this fund to be expended as directed by the State Department for equipment for teaching cooking, sewing, laundering, serving, housewifery and home nursing and for purchasing reference books. The first year, $25 of this fund will be used for reference books and additional books purchased each year as advised by this Department.

Class.

Size. No class is to exceed 16. The minimum number in one class is to be 8. If two classes are desired, at least 20 girls in a school must take such a course for it to be introduced.

Maintenance.

Five dollars for each pupil a year is to be allowed by the school. No fee is to be charged any pupil. The minimum maintenance fund a year is $100, maximum (32 pupils) $160. The travel of the teacher to one conference, called by the State Superintendent is to be paid by the school from the maintenance fund. Any maintenance fund not spent becomes additional equipment fund for the following year.

Text Books.

Text books will be used in all classes as instructed for vocational home economics courses.

Teacher.

Two years training above high school specializing in home economics, with successful teaching experience is required. Three years without teaching experience up to and including the year beginning September, 1922, is required. Four years without teaching experience beginning September, 1923, is required. All applicants are to be passed upon by the State Department in regard to the necessary qualifications before any position is offered to any teacher or any contract is entered into.

Time.

Nine months minimum.

Salary.

Three-fourths of a minimum salary of $1,000 and a maximum salary of $1,200 will be reimbursed from State and Federal funds. Additional salary may be paid by any local board. Summer school must be attended three summers out of five if the teacher is not a college graduate in home economics, the first two summers to be in succession. One summer must be attended by college graduates entering the work.

Contract.

The contract must be signed and approved by this Department before school opens.

Changes in Requirements.

The State Board reserves the right to make changes in any of the above requirements at the beginning of any school year.

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